



## **GUIDELINES FOR SATELLITE SPEAKERS**

- **Satellite speakers are invited to strictly follow the allotted times for a smooth running of the session.**
- **A laptop will be available in the satellite symposium meeting room; it will be not possible to use personal laptops.**
- Satellite speakers are kindly requested to use **PowerPoint** (versions 2003 or later) **for Windows**. No other software for slides will be accepted.

**Satellite speakers must use PowerPoint presentation on USB pen.** The use of **USB 3.0 or higher** pens or memory stick is advisable to easily download the presentations in the satellite symposium meeting room. Please report to the satellite symposium meeting room **at least 0,5 hour before your presentation.**

**Presentation on their own laptop and/or using MACINTOSH/APPLE is not possible.**

- Each PowerPoint presentation should not exceed 20 MB, excluding videos.
- Each video should not exceed 50 MB.
- Images should be reduced with a graphics program such as "Imaging," "Photoshop", "Photo Paint", "Paint Shop Pro" or similar before importing them into PowerPoint – **Maximum 1920 x 1080.**
- It is recommended to use ".gif" and ".jpg" extensions for images. Other types of extensions will be accepted as long as they can be recognized by PowerPoint.
- Please no web links like YouTube etc.